

**Unit DCT 7:****Electronic Note-Taking****Content Standard DCT 7.1:**

Students organize notes using electronic note-taking software.

<b>Performance Expectations</b>	<b>Instructional Strategies</b>	<b>Assessment Strategies</b>	<b>Supplementary Resources</b>
DCT 7.1.1 Create a folder, section, and header  DCT 7.1.2 Input ideas/notes using any part of the screen  DCT 7.1.3 Organize notes, including creating new pages and sections  DCT 7.1.4 Resize, split, and reorder items  DCT 7.1.5 Create bulleted lists  DCT 7.1.6 Create outlines  DCT 7.1.7 Organize notes through the use of formatting applications, including color	Discuss and demonstrate: <ul style="list-style-type: none"><li>➤ Creating a new file for topic of choice</li><li>➤ Inputting ideas into notes</li><li>➤ Using any area of the screen</li><li>➤ Organizing files, folders, sections, headers, and pages, as needed</li><li>➤ Manipulating notes by organizing and formatting, including using bulleted lists and/or outlines</li><li>➤ Using format applications and color</li></ul>	Evaluate student's ability to: <ul style="list-style-type: none"><li>➤ Set up appropriate files, including proper use of folders, sections, and headers</li><li>➤ Input notes on any part of the screen</li><li>➤ Organize and format notes for appropriate usage</li></ul> Nifty 50 from <a href="http://www.speakingsolutions.com">www.speakingsolutions.com</a>	<a href="http://www.speakingsolutions.com">www.speakingsolutions.com</a>  Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 6  Century 21 Jr. Input Technologies & Computer Applications: Thomson/South-Western: Chapter 6  DigiTools: Thomson/South-Western: Appendix E  <i>Indiana Academic Standards English/Language Arts 9.4.1</i>

**Unit DCT 7:****Electronic Note-Taking****Content Standard DCT 7.2:**

Students use advanced functions of electronic note taking software.

<b>Performance Expectations</b>	<b>Instructional Strategies</b>	<b>Assessment Strategies</b>	<b>Supplementary Resources</b>
DCT 7.2.1 Search for desired content within notes DCT 7.2.2 Add ruled lines to screen DCT 7.2.3 Create and manipulate side notes DCT 7.2.4 Sketch pictures in document DCT 7.2.5 Insert pictures from various sources DCT 7.2.6 Download information from Internet and other applications files DCT 7.2.7 Copy to word processing software DCT 7.2.8 Insert documents from other applications DCT 7.2.9 Sending notes by e-mail to instructor DCT 7.2.10 Use record function for taping presentation while taking electronic notes	Discuss and demonstrate: <ul style="list-style-type: none"><li>➤ Searching for key word in printed or keyed material</li><li>➤ Adding ruled lines for easier readability</li><li>➤ Creating and manipulating side notes as needed</li><li>➤ Drawing pictures with digital pen or mouse</li><li>➤ Inserting pictures from various sources</li><li>➤ Downloading information from Internet and other application files</li><li>➤ Sending notes by e-mail to instructor</li><li>➤ Using record function for taping presentation while taking electronic notes</li></ul>	Evaluate student's ability to: <ul style="list-style-type: none"><li>➤ Search for all occurrences of key word</li><li>➤ Add ruled lines</li><li>➤ Insert and edit side notes</li><li>➤ Draw or insert pictures</li><li>➤ Insert information from various sources and formats</li><li>➤ Record and play back presentation to correct/edit notes</li></ul> Nifty 50 from <a href="http://www.speakingsolutions.com">www.speakingsolutions.com</a>	<a href="http://www.speakingsolutions.com">www.speakingsolutions.com</a>  Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 6, 6 IRCD Supplemental Activity  Century 21 Jr. Input Technologies & Computer Applications: Thomson/South-Western: Chapter 6, 6 IRCD Supplemental Activity  DigiTools: Thomson/South-Western: Appendix E  <i>Indiana Academic Standards English/Language Arts 9.4.1, 9.7.11</i>